



[Receiving a Subpoena](#)

Any party in a contested case proceeding may request that the Administrative Hearings Division issue a subpoena to require a person to participate in a telephone hearing, appear at an in-person hearing or deposition, or produce documents or other items for the proceeding. Such a subpoena is an important legal document and individuals receiving a subpoena are encouraged to closely review the subpoena and the accompanying [Guidance for Subpoenaed Persons in a Contested Case Proceeding](#) to ensure compliance with all legal obligations and protection of the person's rights under Iowa Law.

Administrative Hearings Division subpoenas are issued pursuant to [section 17A.13 of the Iowa Code](#) and [rule 481-10.14 of the Iowa Administrative Code](#). Pursuant to these provisions, individuals receiving subpoenas may move to quash or modify subpoenas for various reasons as set forth in [Rules 10.14\(4\) and \(5\)](#), which are also reproduced on the [Guidance for Subpoenaed Persons in a Contested Case Proceeding](#) that is delivered with the subpoena.

Who Can I Contact If I Received a Subpoena?

Individuals receiving a subpoena from the Administrative Hearing Division may contact the Division by phone at [515-281-6468](tel:515-281-6468) or by email at adminhearings@dia.iowa.gov. The Division cannot provide legal advice and individuals receiving a subpoena may wish to consult an attorney if they have questions about their rights and obligations.